

# LOUISIANA TECH UNIVERSITY

## INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME  
AND COMPLETE ADDRESS (PRINTED OR TYPED)

RETURN THIS FORM TO:

**PURCHASING OFFICE**  
P.O. Box 3157  
408 Keeny Hall  
College Drive  
RUSTON, LA 71272

Phone: 318-257-4205  
Fax: 318-257-3772

Company Quote  
# if applicable

PHONE:

FAX:

EMAIL:

**FAILURE TO SIGN WILL DISQUALIFY BID**

**BID OPENING:**

2:00 PM March 15, 2010

**BID NUMBER:**

50012-135-10

**DEPARTMENT**

Statewide Management

**PRICE MUST BE FIRM FOR AT  
LEAST 30 DAYS FROM OPENING  
DATE**

**DELIVERY IN**  **DAYS**

**TERMS**

**BIDDER AGREES TO COMPLY  
WITH ALL CONDITIONS  
BELOW AND ATTACHED TO  
THIS REQUEST.**

Prices are to be  
complete and the FOB  
point to be Louisiana  
Tech University unless  
otherwise specified.

Typed or Printed Name

Authorized Signature/Title

**SEALED BID REQUEST FOR T-SHIRTS, VISORS,  
DUFFLE BAGS, POLO SHIRTS AS PER ATTACHED  
LIST/DESCRIPTION.**

Bid prices good through April 30, 2011.

**NOTE: VENDORS MUST PROVIDE SAMPLE AT TIME  
OF BID.**

Inquiries to be directed to Glenn Beer or  
Misty Byrd @ 318-257-2866.

**IMPORTANT:** If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

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ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	FOL Best short sleeve 50/50 T-Shirts 1200 Lt. Gray, 1200 Red, 1200 White, 1200 Royal Blue See attached event #1 description for imprinting <b>Assorted Sizes Adult Small-3X</b> <b>DELIVERY BY MAY 1, 2010</b>	4,800		
2	FOL Best short sleeve 50/50 T-Shirts White with imprinting as described on attached Event #2 (final art provided by vendor Must be approved prior to printing) <b>Assorted Sizes Youth Medium to Adult 3X</b> <b>DELIVERY BY MAY 15, 2010</b>	480		
3	Gildan Ultra Blend Pique Sport shirt, Sports Gray <b>Embroidered left brest as per attached event #3 description</b> <b>DELIVERY BY MAY 1, 2010</b>	1,200		
4	Tan or beige (khaki) visor with Velcro closure, sandwich bill type <b>Embroidery as per attached description</b> <b>DELIVERY BY MAY 1, 2010</b>	1,200		
5	Vertical Brief, black with blue trim as per attached description Logo to be embroidered on back center as per attached description <b>DELIVERY BY MAY 1, 2010</b>	1,200		

The IDEA Place at Louisiana Tech University  
2010 T-Shirt Bid Request

**Note:** All T-shirts are FOL Best Short Sleeve (50/50), Artwork provided by vendor

**Event #1: Explorers Camps 2010**

**Date Needed: May 1, 2010**

Quantity Needed: Approx. 4,800 Assorted Adult sized S-3X

Colors: Lt. Gray, White, Blue, Red with 7 color left breast imprint



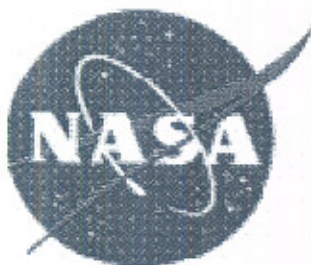
**Event #2: Summer Science Institute**

**Date Needed: May 15, 2010**

Quantity Needed: Approx 480

Assorted Sizes Youth Medium to Adult 3X

Colors: White with four color full front imprint to be designed by vendor



**Event #3 Explorers Conference**

Polo Type golf shirts: Gildan Ultra Blend Pique Sport shirt, Sports Grey

Quantity Needed: Approximately 1,200

**Date Needed: May 1, 2010**

Colors: Lt. Gray with embroiders left breast:



**2010**

The IDEA Place at Louisiana Tech University  
2010 T-Shirt Bid Request

## Visors

**Quantity Needed:** Approx 1,200 **Date Needed:** May 1, 2010  
**Color:** Tan or beige (Khaki) with Velcro closure, sandwich bill type  
Embroider GEAR UP logo above plus words in blue:  
"2010 LA GEAR UP Explorers Camps"

## Duffle Bags

**Quantity Needed:** Approx 1,200 **Date Needed:** May 1, 2010  
**Color:** Black with blue trim (see picture below):



Logo to left is to be imprinted center back  
Screen or embroidery (best price/quality)

Description:

Vertical brief, 09V0701-G

600 denier poly canvas, zippered opening on top and sides, large inside compartment, front flap closure with metal pull and velcro closure, a slip pocket on the outside flap, organizer pockets under the flap, elastic side pocket and adjustable shoulder strap. Embroidered.

Item size: 16" x 19" x 4"  
Imprint size: Screen: 5-1/2" x 5";  
Embroidery: 3-1/2" x 3-1/2".

### Visibly Vertical Brief 09V0701-G

This highly functional brief is made of 600 den canvas. The zippered opening on top and side reveals a generous inside compartment large enough for a 3-ring binder. It features a front flap closure with metal pull and Velcro closure, a slip pocket on outside of the flap, organizer pockets under flap, elastic side pocket for water bottle or cell phone, adjustable shoulder strap and single carrying on the top.

Colors: Blue/black (3101); red/black (3102);



ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION  
ANY EXCEPTIONS THERETO MUST BE IN WRITING

**REQUIREMENTS AND INSTRUCTIONS**

For Request for Quotation \$25,000 or less you may FAX your quote to (318) 257-3772 or you can MAIL or DELIVER your quote to Louisiana Tech University, Purchasing Department, PO Box 3157, 408 Keeny Hall, College Street, Ruston, LA 71272. Bids over \$25,000 must be submitted in a sealed envelope with the bid number and the date due conspicuously posted on the front of the envelope.

Bids signed in ink should be submitted on this form.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Prices must be firm for at least 30 days from bid opening date.

Terms will be considered Net 30 unless otherwise specified.

Bids cannot be altered or amended after opening. Any alterations made before bid opening should be initialed by vendor.

Louisiana Tech University reserves the right to accept quotes after this date if it is determined to be in the best interest of the state.

If bidder takes no exception he will be required to furnish product as specified in the ITB. All items shall be new and in first class condition unless otherwise stated in ITB. Oral agreements will not be recognized.

**REJECTION OF BIDS**

Louisiana Tech University reserves the right to reject any or all bids and to waive all informalities.

**AWARDS**

Awards will be made to the lowest responsible and responsive bidder, taking into consideration the quality of the products to be supplied, their conformity with the specifications, the purpose for which they are required, and the time of delivery. Discounts for less than 30 days will not be considered for award purposes. Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

**LOUISIANA PREFERENCE**

A preference will be given to materials, supplies, and provisions produced, manufactured, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside the State. It will be the bidder's responsibility to indicate on his bid response which items qualify.

**ACCEPTANCE**

Only the issuance of a purchase order or a signed contract constitutes acceptance by the University.

**TAXES**

In accordance with Act 1029 of the 1991 Legislative regular session, Louisiana Tech and all other state agencies are exempt from state sales and use tax.

**DELIVERY**

Quote should show number of days required to place material in Central Receiving at Louisiana Tech. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Default in promised delivery or failure to meet specifications may result in cancellation of order. The defaulting vendor may be responsible for any additional cost in reissuing the order (RS39:1661(c)). No substitutions or cancellations permitted without approval from Purchasing. Delivery should be made between 7:30am to 4:00pm week days. PURCHASE ORDER NUMBER MUST APPEAR ON ALL BOXES AND SHIPPING SLIPS. Goods may be returned if not identified.

**INSPECTION AND ACCEPTANCE**

Each item upon delivery will be inspected by Louisiana Tech. Acceptance will be made after inspection determines that all requirements of the specifications are met and the goods are in acceptable condition.

**PAYMENT**

Invoices for items shall be submitted in duplicate to the Comptroller's Office, Box 7924, Ruston, LA 71272. Items must be invoiced with quantity, unit, and price indicated on purchase order. PURCHASE ORDER NUMBER MUST APPEAR ON EACH INVOICE.

**NOTE TO BIDDER:** Any terms and conditions attached to a bid will not be considered unless the bidder specifically references them on the front of this bid form. The laws of the State of Louisiana must prevail on all bids.

Abstracts of bids are not furnished, but are kept on file in the Purchasing Office for inspection by any citizen.